



STATE OF MAINE  
DEPARTMENT OF EDUCATION  
23 STATE HOUSE STATION  
AUGUSTA, ME 04333-0023

JANET T. MILLS  
GOVERNOR

A. PENDER MAKIN  
ACTING COMMISSIONER

## Audit Extension Request

Extension requests will not be considered after June 30 [6 months after audit due date]

Name of School Administrative Unit: \_\_\_\_\_

Please indicate the late document below:

(check one box)

☐ Financial Statement Audit

☐ Single Audit (A-133)

☐ Corrective Action Plan

For audits, indicated which entity the extension is intended

☐ School Department

☐ Municipal

☐ Combined

Request for opportunity for a hearing OR to submit written testimony in lieu of a hearing (choose one):

☐ In lieu of a hearing pursuant to [20-A MRSA §6801-A\(1\)](#), I have answered the questions below\*.

☐ I request a hearing pursuant to [20-A MRSA §6801-A\(1\)](#).

\*The following questions must be answered in lieu of a hearing (please attach additional pages if needed)

1. Please Explain the reason why the required document(s) are late?

2. What actions will be taken to ensure reporting deadlines will be met in the future?

3. When will the Department receive the required document(s)? \_\_\_\_\_

Date

\_\_\_\_\_  
Signature – Superintendent of Schools

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name – Superintendent of Schools

email to:

[DOE.Audit@maine.gov](mailto:DOE.Audit@maine.gov)

Postal mail:

Stephanie Clark  
School Finance & Operations  
Department of Education  
23 State House Station  
Augusta ME 04333-0023